

Budget Formulation and Management
Capital Budgeting User Guide
For Fiscal Year 2021 Budget Preparation



State of Rhode Island

April 15, 2019 [Version 1]

Contents

1.	What is BFM?	4
2.	BFM Terminology	4
3.	Capital Budget Forms.....	4
3.1.	Budget Form Stages/Workflow.....	4
4.	How to Access BFM.....	5
5.	Browsers and Internet Security	5
6.	Logging In	6
	Change Password	6
7.	Basic Navigation	7
7.1.	How to Navigate:	7
7.2.	Paging through records.....	7
7.3.	Quick Search	8
	Example 1: Searching by text	9
	Example 2: Searching by a number.....	9
8.	Enter the Capital Budget.....	9
8.1.	Adding Budget Entries.....	9
8.2.	On-line Editing - Existing Budget Entries.....	11
8.3.	Audit Trail.....	13
8.4.	Adding a New Budget Entry	14
	Closing Budget Instances	16
8.5.	Deleting Budget Entries	16
8.6.	Add/Update Project Status	16
8.7.	Add/Update Project Information.....	17
	Budget Header – Project Information tab	17
8.8.	Add/Update Strategic Criteria	19
	Budget Header – Strategic Criteria tab	20
8.9.	Add an Attachment.....	21
	Budget Header – Attachments tab	21
8.10.	Budget Submit.....	22
9.	New Project Request.....	22
	Budget Header – Project Information tab opens.....	24
	Budget Header – Strategic Criteria tab	25

Closing Budget Instances	27
10. BFM Reporting	28
10.1. How to Access BFM Reports	28
10.2. Multiple Sessions	28
10.3. Logging In	28
11. Running Reports.....	28
11.1. Basic Navigation	28
11.2. Opening a Report	29
11.3. Report Prompts.....	29
11.4. Report Icons	33
11.5. Report Navigation – Document Tabs	33
Navigation Map.....	34
Tab Strip	34
Paging.....	35
Zoom	35
11.6. Refreshing a Report While Open	35
Refresh with Prompts	35
Refresh Using User Prompt Input	36
Drilling through the Report.....	37
11.7. Drilling displays the data at different levels of summarization.	37
11.8. Limiting Data Using Input Controls	38
11.9. Exporting a report	38
Saving as Excel notes:	40
Saving as PDF Notes	41
11.10. Printing a Report	41

1. What is BFM?

Budget Formulation and Management is the software tool that will be used by the State to prepare budgets, track performance measures, and report on in-year budget-to-actuals. It includes a reporting solution that allows users access to any data that has been entered in BFM in any format.

2. BFM Terminology

Budget Form: This is how you enter data into BFM. A Budget Form is a specific layout that has certain required fields, such as text, price, quantity, or other information.

Report: This is how data from multiple forms is consolidated. Reports are also used to view historical actuals and adopted budgets alongside the budget request data.

Stage: Stages are how BFM creates workflow. End users will enter their budgets in the Program Budgeting stage. The budget request will be submitted to the OMB Analyst Review stage. OHHS agencies have an additional OHHS review stage that other agencies will not see.

Form Instance: A form instance is the generic term for a budget form that you access to enter your budget. Each form instance has an ID, called a Form Instance ID, which is a unique numerical code that is assigned to each budget request. This ID is not generally referred to except for Decision Packages since agencies may submit multiple Decision Packages and each will have a unique Form Instance ID.

Org/Organization: a generic term referring to the organizational dimension which consists of Agency, Program, Subprogram, and Line Sequence as well as performance measures.

3. Capital Budget Forms

Following are the budget forms that will be used for 2019 Capital budgeting process. Form numbers in () such as (9500) are for reference only.

Menu	Form Name	Description/Purpose
Budget Formulation	Capital (9500)	Use this form to request updates to the enacted Capital Plan and to request new Projects.

3.1. Budget Form Stages/Workflow

Budget forms advance through the budget process using a concept called Stages. Stages are unique to each budget form and the first three characters of a stage are the form to which they are assigned.

For example, Capital Form 9500 has stages 9501, 9502, 9503, 9504, 9505, and 9506. For simplicity, those stages are often referred to generically by the last digit, such as 9501 as 'Stage 1'.

The stages used for Rhode Island are:

Stage	Description
1	Request Stage 1 (used for original project requests)
2	Agency Request Stage 2 (used for Agency workflow/approvals optionally)
3	OMB Analyst Review

Stage	Description
4	OMB Review
5	Governor's Review
6	Legislature Submission

Users are assigned different roles to facilitate this workflow. For example, one user will have EDIT access to ONLY stage 1 and can SUBMIT to stage 2, while their agency approver has access to EDIT stages 1 and 2 but can submit to stage 3, OMB. If security changes are required, contact the BFM Administrator.

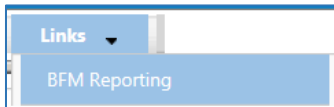
Once you Submit your capital budget request you will not have access to it any longer, but the approver has the authority to Submit the request backwards in the process, so contact the appropriate reviewer if you need to make changes post-submission (assuming the deadline has not passed).

4. How to Access BFM

BFM is accessed via Internet Explorer (IE). This can be accessed from both your office and home.

- **BFM Links:** Your BFM Link is below. Save your link as a Favorite for easy access.
<https://ri.bfm.cloud/bfmprod/default.aspx>

- **Reporting:** In BFM, go to Links / BFM Reporting to access reports.



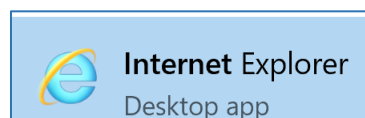
- **ID/PW:** Your BFM system administrator will provide your Userid and Password.
- **Timeout:** Web-based applications have a built-in timeout function. A timeout function is required so users do not leave idle windows open for excessive amounts of time, impacting overall performances.

The current timeout is set at 20 minutes. Be sure to save often as you work. If you are idle for more than 20 minutes, you will have to log back in and any work you did not save will be lost.

5. Browsers and Internet Security

BFM is to be used with Internet Explorer IE only. Some users may be presented with Edge as an option, which looks like IE but is not supported. If you don't have IE type "internet" in your start window and you will find it on most computers.

Good:



Bad:



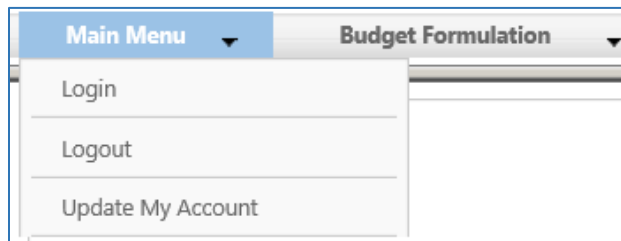
Since BFM is a web-based application, **please be aware of some browser-specific issues**. In some cases, Internet Explorer (IE) displays screens slightly differently from the screen shots in this document, but the functionality is the same. For example, older versions of IE will show buttons as rectangles instead of ovals.

In addition, the first time you use BFM on a new computer, there may be requests from the browser to **trust the application, accept pop-ups, or other warnings**. Accept any of these requests and when possible, check the options to not remind you in the future / always trust / etc.

6. Logging In

6.1.1. Click on the BFM link or select it from your Favorites.

6.1.2. From the top-level menu bar at the top left of the screen, click on **Main Menu**, then login using your *Userid and Password provided to you*.

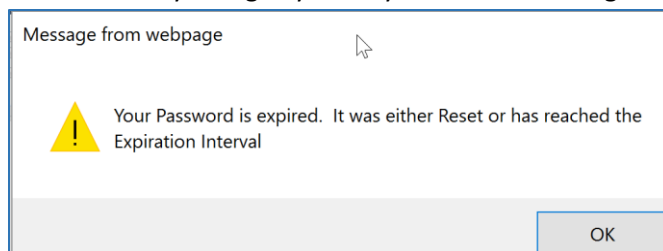


6.1.3. Enter your Userid and Password, then click **Submit**.

A screenshot of a login form. It contains two input fields: 'Userid:' with the placeholder text 'first.last' and 'Password:' with placeholder dots. Below the fields are two buttons: 'Login' and 'Reset'.

Change Password

The first time you log in you may receive this dialog box:

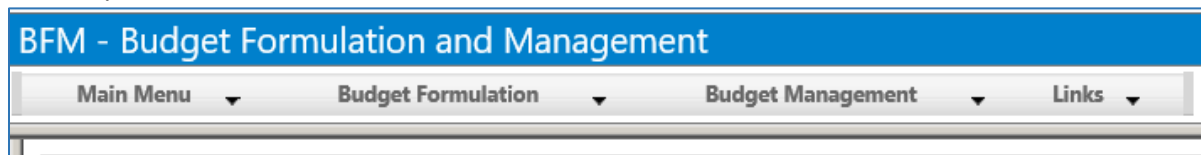


6.1.4. Click **Ok**.

6.1.5. Set your new password and click **Update**.

- Users often will set the password to match their computer log-in
- Follow all State guidelines for proper password complexity

If successful, you will see the top-level menu items to which you have access. If your password needs to be reset, please contact your BFM Administrator to reset. If you believe you need additional access, contact your BFM Administrator.



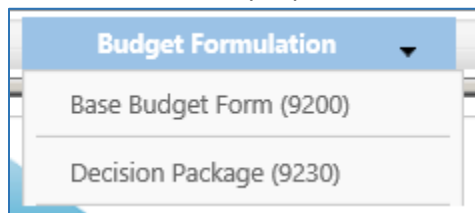
7. Basic Navigation

Each user has different Security. The level of Security controls the menu items that appear in the application.

BFM relies mostly on the mouse for navigation. Some users prefer navigation using keyboard shortcuts, tabs/enter, and other shortcuts. Currently, only a few of the typical keyboard shortcuts work. We encourage users to use mouse point-and-click for most of the navigation.

7.1. How to Navigate:

7.1.1. Hover over any top-level menu item to see the assigned entries.



7.1.2. Place your cursor directly below and click to select any menu item.

7.2. Paging through records

The bottom panel determines how many records are visible per page and allows you to page through records. A record refers generically to a piece of data that may vary based on the screen you are on; in some screens it may be a distinct budget form instance, in other screens it may be a detailed budget entry.

7.2.1. Click on the Records Per Page, the default setting of 50 is highlighted. With this setting, 50 records are displayed.

Budget Form Entry - Lines

Close Export to Excel Import from Excel

ID	Budget Form	Agency	Expense	Revenue
1190	9200	068 - DEPARTMENT OF ADMINISTRATION		

Quick Search:
Enter search criteria here...



Record Actions:
Add New

Row	Audit Trail	Line Seq	LS Name	Program	Natural	Natural Name	2019 Base Budget	2019 Base Statewide Adjust.	2019 Current Svcs Base	2019 Base Budget Changes	2019 Total Base Request	Justification
1		1000101	Director of Adm	Central Manage	631200	Management Consultants	250,000	0	250,000	0	250,000	
2		1000101	Director of Adm	Central Manage	641400	Maintenance/Repairs: Office Equi	600	0	600	0	600	
3		1000101	Director of Adm	Central Manage	643030	Food	500	0	500	0	500	
4		1000101	Director of Adm	Central Manage	643110	Office Supplies & Equip	7,500	0	7,500	0	7,500	
5		1000101	Director of Adm	Central Manage	643120	Comp Supplies/Software & Equip	4,500	0	4,500	0	4,500	
6		1000101	Director of Adm	Central Manage	643200	Dues and Fees	5,000	0	5,000	0	5,000	
7		1000101	Director of Adm	Central Manage	643300	Subscriptions	500	0	500	0	500	
8		1000101	Director of Adm	Central Manage	643410	Postage and Postal Svcs	3,000	0	3,000	0	3,000	
9		1000101	Director of Adm	Central Manage	643520	Records Center; Overhead	2,000	0	2,000	0	2,000	
10		1000101	Director of Adm	Central Manage	643611	Print Advertising	1,000	0	1,000	0	1,000	
11		1000101	Director of Adm	Central Manage	643620	Printing - Outside Vendors	300	0	300	0	300	
12		1000101	Director of Adm	Central Manage	643700	Miscellaneous Expenses	1,500	0	1,500	0	1,500	

Records per page: 10 25 50

Records: 1913 - Page: 1

7.2.2. To change the number of records displayed, click the **Records Per Page** dropdown and select the number of records to display.

7.2.3. Click on the on the double arrow  (next page) or double arrow with an end line  (last page) to page through available records.

2500	9092	SFSB - Suburban Field Services Branch	2501	SFSB	0	12/24/2015	aubiadas	Header Detail
Records per page: 25								Records: 16 - Page: 1

7.3. Quick Search

Instead of paging through records, often a quicker option to find a record is the **Quick Search** function. This function is an option for most of our menu screens. For example, select any budget form to which you have access /Click **Details**/ to perform a Quick Search.

Quick Search:
Enter search criteria here...

Record Actions:
Add New

Row	Audit Trail	Line Seq	LS Name	Program	Natural	Natural Name
1		1000101	Director of Administration	Central Management	631200	Management Consultants
2		1000101	Director of Administration	Central Management	641400	Maintenance/Repairs: Office Eq
3		1000101	Director of Administration	Central Management	643030	Food
4		1000101	Director of Administration	Central Management	643110	Office Supplies & Equip
5		1000101	Director of Administration	Central Management	643120	Comp Supplies/Software & Equ

7.3.1. Type any text in the **Quick Search** box. Once you stop typing for one second, you will see 'Loading...' in the table area below. The search will be applied to all non-data columns. All

rows that contain the Quick Search text will be returned in the table. **Do not press Enter** or any other buttons to execute the search. Just wait.

Example 1: Searching by text

Search: "Health"

Result: All entries that include the word "Health"

BFM - Budget Formulation and Management

Main Menu Budget Formulation Budget Management Links

Base Form - Program

Quick Search: Show Advanced Filters

Record Actions:

Form ID	Description	Stage	Program	Form Rows	Last Update	Last User	Submit	Actions
1218	04075 - Health Services Regulation	9211	04075	0	5/31/2017	u1	Submit	Header Detail
1221	06075 - Environmental Health	9211	06075	35	6/26/2017	OMB	Submit	Header Detail
1227	10075 - Community and Family Health and Equity	9211	10075	0	5/31/2017	u1	Submit	Header Detail

Records per page: 25 Records: 3 - Page: 1

Example 2: Searching by a number

Search: "2200112"

Result: All entries that contain 2200112.

https://r1.bfm.cloud/bfmprod/ui/bdgt/ogrid_lpg3_sgs_bdgt_frm_in_exp1_6200.aspx?qNav_id=1221&qNav_cd=9210&qMode=nav_pop&scrw=1280&scrh=720

Budget Form Entry - Lines

Close Export to Excel Import from Excel

ID	Budget Form	Program	Expense	Revenue
1221	9210	06075 - Environmental Health	\$124,468	

Quick Search:

Record Actions: Add New

Row	Audit Trail	Line Seq	LS Name	Program	Natural	Natural Name	2019 Base Budget	2019 Base Statewide Adjust.	2019 Curr Svcs Base	2019 Base Budget Changes	2019 Total Base Request	Justification	
1		2200112	Occupational Hi	Environmental H	643410	Postage and Postal Svcs	1,500	0	1,500	10	1,510	pencil edit, existing line	
2		2200112	Occupational Hi	Environmental H	648112	Telecomm: Overhead	3,700	0	3,700	500	4,200	Added through upload	
3		2200112	Occupational Hi	Environmental H	648200	Cellular and Mobile	1,900	0	1,900	400	2,300	Upload change from \$5. Edited at stage 7212. Edited at 7213	

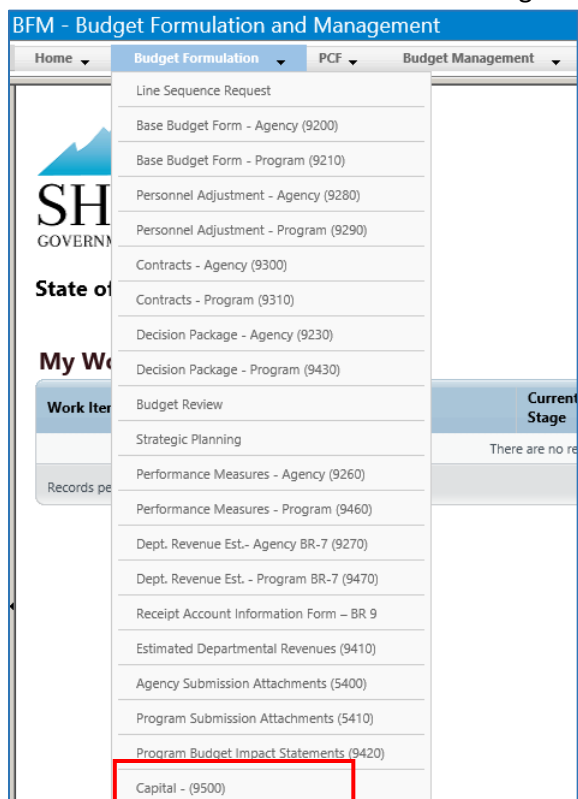
Records per page: 50 Records: 3 - Page: 1

8. Enter the Capital Budget

8.1. Adding Budget Entries

8.1.1. Select the Capital – 9500 Budget Form.

Form definitions are selected from the Budget Formulation menu.



After selecting a budget form, the "List Page" appears, which will return a form for each Project and Agency based on your security. If there are no agencies or projects listed for your security role this will be blank.

Capital Form

Quick Search: [Show Advanced Filters](#)

Record Actions: [Add New](#)

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
1807	AFIS - Automated Fingerprint Identification Systems	9501	AFIS	066	16	4/27/2018	CAP	Submit	Header Detail Delete
1808	AG Google - Google Funds	9501	AG Google	066	8	4/27/2018	CAP	Submit	Header Detail Delete
1809	AGBRR - Building Renovations and Repairs	9501	AGBRR	066	8	4/27/2018	CAP	Submit	Header Detail Delete
2066	URIHOPE - Hope Commons Expansion	9501	URIHOPE	086	8	4/27/2018	CAP	Submit	Header Detail Delete

Records per page: [Records: 4 - Page: 1](#)

All budget forms navigate in the same manner. There is a **Header** page that provides the options for a status of the project as well as the following tabs: Budget Data, Strategic Criteria, Project Information and Attachments. There is also a **Detail** page where budget amounts are entered. This is the same as the budget tab on the Header page.

8.1.2. Click the **Detail** button to open the budget form. Note: The system executes a query once you click the tab which may take a few seconds for the screen to open. There is no hourglass.

The budget form will query the data for the header elements and all budget lines will be displayed.

ID	Budget Form	Project	Agency	Form Name	Change Amount
4644	9500	BOE - Board of Elections	ADMINISTRATION		

Quick Search: Enter search criteria here...

Record Actions: Add New Copy

Row	Audit Trail	Line Seq	Funding Source	Cost Type	Cost Type Descr	Pre 2020 Capital Plan	2020 Amount	2021 Amount	2022 Amount	2023 Amount	2024 Amount	2025 Amount	Post 2025 Amount	Capital Total	Justification*
1		7068149	RICAP	PLAN	Planning	1,180,000	6,000,000	9,000,000	0	0	0	0	0	\$16,180,000	

Records per page: 50

Screen:	Budget Form Details – General
Field	Description
Row	Read Only. Number indicating row count.
Audit Trail	Magnifying Glass button. Opens a window to display the audit trail records for the selected row.
Line Seq	Editable. Budget line Sequence can be changed to Line Sequence within Agency. For projects that do not have a RIFAN lines sequence use the available TBD account for your agency
Funding Source	Read Only. Source of funds for the projects (i.e. RICAP or GO Bonds)
Display Columns	Read Only. Displays the Pre-2020 spent amount for the project.
Entry Columns	Columns used to enter data in the corresponding fiscal years and the post-2025 field. These columns are preloaded with the governor recommended capital plan amounts as a starting point.
Summary Columns	Read Only. This is a display column that adds the values in other display columns with Entry columns to display the total request.
Justification	Text justification. Editable field for providing information on a line item.
Pencil	Button. When clicked, the Line Detail screen will display to allow budget request entries. Double-clicking a row performs the same action.

8.2. On-line Editing - Existing Budget Entries

8.2.1. Double-click the line or click the pencil. The fields that can be updated become editable.

ID	Budget Form	Project	Agency	Form Name	Change Amount
4644	9500	BOE - Board of Elections	068 - DEPARTMENT OF ADMINISTRATION		

Quick Search: Enter search criteria here...

Record Actions: Add New Copy

Row	Audit Trail	Line Seq	Funding Source	Cost Type	Cost Type Descr	Pre 2020 Capital Plan	2020 Amount	2021 Amount	2022 Amount	2023 Amount	2024 Amount	2025 Amount	Post 2025 Amount	Capital Total	Justification*
1		7068149	RICAP	PLAN	Planning	1,180,000	6,000,000	9,000,000	0	0	0	0	0	\$16,180,000	

Records per page: 50

Save All Cancel All

8.2.2. Enter amounts or change the text in any of the editable columns. In the same example, to edit the change amount, click in the box and enter the desired amount, for example 5000 in the 2020 Amount column. You can also enter a justification for the change, then click the **Save All**.

ID	Budget Form	Project	Agency	Form Name	Change Amount
4644	9500	BOE - Board of Elections	068 - DEPARTMENT OF ADMINISTRATION		

Quick Search:
Enter search criteria here...

Record Actions:
Add New Copy

Row	Audit Trail	Line Seq	Funding Source	Cost Type	Cost Type Descr	Pre 2020 Capital Plan	2020 Amount	2021 Amount	2022 Amount	2023 Amount	2024 Amount	2025 Amount	Post 2025 Amount	Capital Total	Justification*
1		7058149	RICAP	PLAN	Planning	1,180,000	5000	9,000,000	0	0	0	0	0	\$16,180,000	Addition to Plan

Records per page: 50

Save All Cancel All Records: 1 - Page: 105 of 105

Now the Capital Total will reflect the updated request amount, in this example **5000**

8.2.3. If Line Sequence needs to be modified, select the Magnifying glass next to field.

The Organization Search will open.

Select Organization Code -- Webpage Dialog

http://ri.bfm.cloud/bfmprod/ui/editlistpopsearch.asp?id=sgs_orgn&scrw=725&scrh=450&SrcOp

Quick Search:

Select	Code	Name
Select	3275101	Rails to Trails
Select	3275998	Rails to Trails - Military Staff
Select	3278101	RICAP - Command Readiness Center HVAC
Select	3279101	RICAP - Command Readiness Center - Roof
Select	3280101	RICAP - Bristol Armory Rehabilitation
Select	3280998	RICAP - Bristol Armory Rehabilitation
Select	3285101	RICAP - Benefit Street Armory Rehabilitation
Select	3285998	RICAP - Benefit Street Arsenal Rehabilitation
Select	3290101	RICAP - Schofield Armory Rehabilitation
Select	3290998	RICAP - Schofield Armory Rehabilitation
Select	3300101	RICAP - U.S. Property and Finance office HVAC
Select	3300998	RICAP - U.S. Property and Finance Office


Records: 1 - 97 of 97 - Pages: << 1 >>

8.2.4. Select the desired Line Sequence. If the line sequence **does not exist**, select TBD. The code will be updated.

8.2.5. Click **Save All** button.

8.2.6. Repeat for each line to be updated.

8.2.7. Click **Save All** button. You can save one row or multiple rows at a time, but save often to prevent any potential network or other issues that could result in data loss.

Important: The entries on the visible screen must be saved before moving on to another page. If the **Save All button** is not clicked before the **advance the page**  is clicked, the changes on this page will **NOT** be saved.

8.3. Audit Trail

Audit Trail stores the amount and text changes with the corresponding user and date timestamp.

8.3.1. Click on **Magnifying Glass** icon on a budget line.


Budget Form Entry - Lines

Close Refresh

ID	Budget Form	Project	Agency	Form Name	Change Amount
4644	9500	BOE - Board of Elections	068 - DEPARTMENT OF ADMINISTRATION		(\$5,995,000)

Quick Search:
Enter search criteria here...

Record Actions:
Add New Copy

Row	Audit Trail	Line Seq	Funding Source	Cost Type	Cost Type Descr	Pre 2020 Capital Plan	2020 Amount	2021 Amount	2022 Amount	2023 Amount	2024 Amount	2025 Amount	Post 2025 Amount	Capital Total	Justification*
1		2068149	RICAP	PLAN	Planning	1,180,000	5,000	9,000,000	0	0	0	0	0	\$10,185,000	Addition to Plan

Records per page: 50

The Budget Form Expense Line History window opens with complete audit of all budget line changes.

Audit Trail

Quick Search:
Enter search criteria here...

Record Actions:
Close Export

Record Type	Stage Code	Posting Code	Fiscal Year	Period	Last User	Updated	Amount	Amount Justification / Comments
User Entry	9501	BUDGET	2020	0	lisa.henriques	4/12/2019 8:15:50 AM	-5,995,000	
User Entry	9500	BUDGET	2019	0	CIP RO	4/1/2019 11:13:02 AM	510,000	2020 Plan -2018
User Entry	9500	BUDGET	2019	0	CIP RO	4/1/2019 11:13:02 AM	670,000	2020 Plan
User Entry	9500	BUDGET	2020	0	CIP RO	4/1/2019 11:13:02 AM	6,000,000	2020 Plan
User Entry	9500	BUDGET	2021	0	CIP RO	4/1/2019 11:13:02 AM	9,000,000	2020 Plan
User Entry	9501	clnt_txt3	2020	0	lisa.henriques	4/12/2019 8:15:50 AM	0	Addition to Plan

Records per page: 25

Records: 6 - Page: 1

Below is a table with Audit Fields and Descriptions:

Budget Form Expense Line History	Budget Form/Magnifying Glass
Field	Description
Record Type	The source of the data.
Stage Code	The stage to where the amount by which you changed the data is posted.
Posting Code	The posting code used in BFM. Most entries save to BUDGET; clnt_txt2, clnt_txt3 are the text entries.
Fiscal Year	The fiscal year impacted.
Period	The fiscal period, it will generally be 0 to indicate we are not budgeting by month.
Last User	The user who saved the change.
Updated	The time and data stamp of the change.

Budget Form Expense Line History	Budget Form/Magnifying Glass
Field	Description
Amount	The amount by which you changed the data. The sum of these amounts should reflect what is seen on the Details page.
Amount Justification/Comments	For Posting Codes = clnt_txt3, this displays line text. For all other entries, this displays the audit text.

8.3.2. Click **Close** button to return to list of budget lines.

8.4. Adding a New Budget Entry

The form will display all the accounts that were used in the prior year Capital Plan. In some cases, you will need to add a new account for a capital budget request.

8.4.1. From the Form Details page, click **Add New**.

8.4.2. Click the magnifying glass to search for the codes to be added.

8.4.3. Click on the **Select** next to desired code. If there is not line sequence yet, select the TBD code.

Note that you can also type in the code or name in the Quick Search, wait for one second, and then select from the filtered list.

Quick Search: ricap

Select	Code	Name
Select	1000938	Operating Transfer From RICAP
Select	1145111	RICAP Cannon Building
Select	1160103	RICAP - BHDDH Comm. Mental Health
Select	1221101	RICAP - Municipal Police Training Academy Planning
Select	1229101	RICAP - State House Renovations (Phase I)
Select	1230101	RICAP - State House Skylights and Roof
Select	1230998	RICAP - State House Skylights and Roof Repair
Select	1231101	RICAP - Statehouse Renovations
Select	1235101	RICAP - State House Terrace/South Stairs
Select	1235998	RICAP - State House Terrace/South Stairs
Select	1236101	RICAP - Lead Mitigation Group Homes
Select	1237101	RICAP - Pastore Center Sewer Repairs

Records: 1 - 163 of 163 - Pages: <<< << 1 >> >>>

8.4.4. Repeat search and select for other required codes: Funding Type and Type of expenditures).

8.4.5. Enter an amount in any data column, such as 2021 Amount and 2022 Amount as shown below.

Note: you will need to scroll to view all year amount fields.

8.4.6. Enter desired Justification.

8.4.7. Click Save.

Actions Form ID 4644 Form Definition 9500

Line Sequence: 1145111 RICAP Cannon Build

Cost Type: CONS Construction

Funding Source: RICAP RI Capital Plan Fund

Save Cancel

Justification: More funding needed due to

Pre 2020 Capital Plan: 0

2020 Amount: 0

2021 Amount: 40000

2022 Amount: 50000

2023 Amount: 0

2024 Amount: 0

Audit Text:

Closing Budget Instances

8.4.8. Click the **Close** button on each screen until you have returned to the list page.

8.5. Deleting Budget Entries

For the audit trail to be easy to follow, deleting rows is currently not allowed. Just type a 0 in any field you wish to 'delete' and delete any text and Save All.

8.5.1. Double Click Row

8.5.2. Enter 0 to zero out the amount field

8.5.3. Click **Save All**.

8.6. Add/Update Project Status

8.6.1. Click **Header** if you need to add/update Project justification and status.

Capital Form

Quick Search: 014 x Show Advanced Filters

Record Actions: Add New

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
4633	AMCREHAB - AMC Rehab	9501	AMCREHAB	014	16	4/2/2019	u1	Submit	Header Detail Delete
4646	BRCFMS - Bristol Readiness Center	9501	BRCFMS	014	7	4/2/2019	u1	Submit	Header Detail Delete
4648	BSA3 - Benefit Street Arsenal Rehabilitation	9501	BSA3	014	8	4/2/2019	u1	Submit	Header Detail Delete

This brings up the form in the 'Header' view.

Page Actions: Comment History | Comment | Submit | Close

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	4577	9500	Capital Form	550

Stage Code:* 9501 Request
Header Project: 10908 FPWWTF Blower Improvements
Header Organization: 550 NARRAGANSETT BAY WATER

Header | Budget Data | Strategic Criteria | Project Information | Attachments

Name:* 10908 - FPWWTF Blower Improvements Phz Save

Analyst Recommendation

Committee Recommendation

Status

Rank: Submit Flag: ☐

8.6.2. Enter the Project **Status** – explain the current status of the project; not just “in progress”.

8.6.3. Enter Project **Rank** to assist OMB with determining priority.

8.6.4. Click **Save** button.

8.7. Add/Update Project Information

8.7.1. Click **Header** if you need to add/update general Project information.

Capital Form

Quick Search: Show Advanced Filters

Record Actions: Add New

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
4633	AMCREHAB - AMC Rehab	9501	AMCREHAB	014	16	4/2/2019	u1	Submit	Header Detail Delete
4646	BRCFMS - Bristol Readiness Center	9501	BRCFMS	014	7	4/2/2019	u1	Submit	Header Detail Delete
4648	BSA3 - Benefit Street Arsenal Rehabilitation	9501	BSA3	014	8	4/2/2019	u1	Submit	Header Detail Delete

This brings up the form in the 'Header' view.

Page Actions: Comment History Comment Submit Close

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	4577	9500	Capital Form	550

Stage Code:* **Request**

Header Project: **FPWWTF Blower Improvements**

Header Organization: **NARRAGANSETT BAY WATER**

Header Budget Data Strategic Criteria **Project Information** Attachments

Name:* Save

Analyst Recommendation:

Committee Recommendation:

Status:

Rank:

Submit Flag: ☐

8.7.2. Click the **Project Information** tab.

Budget Header – Project Information tab

The Project information tab contains the general Project Information that typically does not change from year to year (for existing projects). The screen has address and contact information, flags to identify IT and DCAMM affiliated projects and groupings for identifying Project Category and the managing Agency.

Project:* 20-01/RIVMC Name:* Paving Save Close

Attributes Groupings

Project Description: This project will include the paving of approximately ¾ mile of cemetery roadways. RIVMC sees over 300 visitors during the slow months. With Memorial Day, Veterans Day and other ceremonies taking place on the weekends, the roads are well-traveled. Average visitors on weekends near holidays are 500. This number rises to 1 000 around Memorial

Agency Project Justification: Failure to ensure safe roadways may create liability for the State and could damage vehicles.

Contact Name: Rick Baccus

Phone No: 401-253-8000 x345

Email Address: 401-253-8000 x345

Address:

Building Census:

Postable: ☒
Active: ☒
IT Project Flag: ☐
DCAMM Affiliated Project Flag: ☐

Below is a table with Project Attributes and Descriptions:

Attributed Tab	Project Information Screen
Field	Description
Project Description	Enter Project description.
Project Justification	Enter project justification.
Contact Information (Name, Phone, Address, e-mail)	Enter the address of the particular project and contact information for the best person to contact with questions about this project.
Active Flag	Flag to identify active projects.
IT Project Flag	Select if project is an IT project.
DCAMM Affiliated Flag	Select if project is affiliated with DCAMM.
Building Census	Indicate the number of full-time equivalents employed at the time of submission, contractors co-located within the building, and the number of customers served each year from your location.

8.7.3. Enter **Project information** in corresponding fields.

8.7.4. If the project is IT related select **IT Project Flag**.

8.7.5. If the project is DCAMM affiliated select **DCAMM Affiliated Flag**.

8.7.6. Enter **Building Census** this is a new field that captures # full-time equivalents employed, contractors and customers served each year from your location.

8.7.7. Click **Groupings** Tab

Project:* Name:*

Attributes Groupings

Agency: **MILITARY STAFF**

Project **Category: Rehabilitation**

Managing Agency: **MILITARY STAFF**

Below is a table with Project Attributes and Descriptions:

Groupings Tab	Project Information Screen
Field	Description
Agency	Use search to select the Agency to which the project is assigned.
Project Category	Use Search to select Project Category.
Managing Agency	Use search to select the Agency that is managing the project.

8.7.8. Use magnifying glass to select valid groupings

8.7.9. Click **Save** button.

8.7.10. Click **Close** button.

8.8. Add/Update Strategic Criteria

8.8.1. Click **Header** if you need to add/update Strategic Criteria.

Capital Form

Quick Search:

Record Actions:

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
4633	AMCREHAB - AMC Rehab	9501	AMCREHAB	014	16	4/2/2019	u1	<input type="button" value="Submit"/>	<input type="button" value="Header"/> <input type="button" value="Detail"/> <input type="button" value="Delete"/>
4646	BRCFMS - Bristol Readiness Center	9501	BRCFMS	014	7	4/2/2019	u1	<input type="button" value="Submit"/>	<input type="button" value="Header"/> <input type="button" value="Detail"/> <input type="button" value="Delete"/>
4648	BSA3 - Benefit Street Arsenal Rehabilitation	9501	BSA3	014	8	4/2/2019	u1	<input type="button" value="Submit"/>	<input type="button" value="Header"/> <input type="button" value="Detail"/> <input type="button" value="Delete"/>

This brings up the form in the 'Header' view.

Edit Budget Form Instance

http://ni.bfm.cloud/bfmprod/ui/bdgt/ogrid_lpg3_sgs_bdgt_frm_hdr_edit.aspx?qNav_id=1960&qNav_Cd=9500&qMode=nav_edit

Page Actions:

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	1960	9500	Capital Form	068

Stage Code:* Header Project: Header Organization:
Request **Pastore Utility Systems Water T** **DEPARTMENT OF ADMINISTRATION**

Name:*

Status: Rank: Submit Flag: ☐

8.8.2. Click the **Strategic Criteria** tab.

Budget Header – Strategic Criteria tab

The Strategic Criteria tab contains additional information to support the project. The screen has Project Safety/Code narrative, Mission, Asset Management narrative, User Financing/Operating narrative, Energy Impact, and Historic Preservation narrative.

The screenshot displays a web-based form for the 'Strategic Criteria' tab. At the top, a header bar contains the following information: Actions, Instance ID (4575), Form Definition (9500), Definition Name (Capital Form), and Header Organization (079). Below the header, there are five tabs: Header, Budget Data, Strategic Criteria (which is the active tab), Project Information, and Attachments. The Strategic Criteria tab contains a 'Save' button and six text input fields arranged in two columns. The left column includes 'Safety/Code Narrative', 'Relation of Project to Agency Mission', 'Asset Management', and 'User Financing/Operating'. The right column includes 'Energy Impact' and 'Historic Preservation'.

Below is a table with Project Strategic Criteria fields and Descriptions:

Attributed Tab	Strategic Criteria Screen
Field	Description
Safety Code narrative	Enter safety/code narrative. Departments should note whether projects address minor or major safety issues and/or code violations. Projects that address existing or avoid potential safety issues or code violations will be rated higher priority. This section should explain the nature of the safety issue and the potential danger if left uncorrected. For code violations, please note any specific violations (e.g., fire and building codes, ADA, environmental laws, etc.)
Agency Mission	Enter how the project meets the mission of the agency.
Asset Management	Enter asset management narrative.
User Financing	Enter financing narrative.
Energy Impact	Enter energy impact narrative.
Historic Preservation	Enter historic preservation narrative.

8.8.3. Enter necessary **Strategic Criteria** in corresponding fields.

8.8.4. Click **Save** button.

8.9. Add an Attachment

8.9.1. Click **Header** if you need to add an attachment.

Capital Form

Quick Search: [Show Advanced Filters](#)

Record Actions: [Add New](#)

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
4633	AMCREHAB - AMC Rehab	9501	AMCREHAB	014	16	4/2/2019	u1	Submit	Header Detail Delete
4646	BRCFMS - Bristol Readiness Center	9501	BRCFMS	014	7	4/2/2019	u1	Submit	Header Detail Delete
4648	BSA3 - Benefit Street Arsenal Rehabilitation	9501	BSA3	014	8	4/2/2019	u1	Submit	Header Detail Delete

This brings up the form in the 'Header' view.

Edit Budget Form Instance

http://ri.bfm.cloud/bfmprod/ui/bdgt/ogrid_lpg3_sgs_bdgt_frm_hdr_edit.aspx?qNav_id=1960&qNav_Cd=9500&qMode=nav_edit

Page Actions: [Comment History](#) [Comment](#) [Submit](#) [Close](#)

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	1960	9500	Capital Form	068

Stage Code*:
Request

Header Project:
Pastore Utility Systems Water T

Header Organization:
DEPARTMENT OF ADMINISTRATION

[Header](#) [Budget Data](#) [Strategic Criteria](#) [Project Information](#) [Attachments](#)

Name*: [Save](#)

Status:

Rank:

Submit Flag: ☐

Budget Header – Attachments tab

The Attachments tab contains the documents attached to the form. There are pre-defined file types that are acceptable for uploads. If a file you want to upload is not a valid file type, contact Sherpa to have that type added to the list of acceptable file types.

8.9.2. Click the **Attachments** tab.

8.9.3. Click the **Upload File(s)** button

8.9.4. Click **Browse** to open Folder Structure. If you get an Active X warning, please contact your system administrator. You will not be able to upload a file until a change is made to your Internet Explorer.

8.9.5. Select the File. Currently Word, Excel, and PDF are supported file types.

8.9.6. Click **Upload** button.

Budget Form Document Attachments

Close

Upload File(s)

View File(s)

ID	File Name	Description	Modify Data
There are no records available.			

Records: 0 - 0 of 0 - Pages: 1

8.9.7. Click on **View Files** to see attachments that are on this form.

8.10. Budget Submit

Submission allows users to move a form instance to a different stage. A user can have access to submit a form instance to a stage even without the security rights to edit the form at the submission stage.

Capital Form

Quick Search: 014 x Show Advanced Filters

Record Actions: Add New

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
4633	AMCREHAB - AMC Rehab	9501	AMCREHAB	014	16	4/2/2019	u1	Submit	Header Detail Delete
4646	BRCFMS - Bristol Readiness Center	9501	BRCFMS	014	7	4/2/2019	u1	Submit	Header Detail Delete
4648	BSA3 - Benefit Street Arsenal Rehabilitation	9501	BSA3	014	8	4/2/2019	u1	Submit	Header Detail Delete

8.10.1. Select your budget form definition.

8.10.2. For the instance you wish to submit, click the **Submit** button.

8.10.3. A **Submit Budget Form** pop-up window opens. From this screen, select the stage to which you wish to submit (there may only be one) and click **Submit**. If you do not see a Stage Code, this means you do not have security to submit. Note: you can submit to a prior stage if your security allows this action.

Submit Budget Form

Select a Stage:*

9503 - OMB Analyst Review

Submit Cancel

Once submit is clicked, the budget request will no longer be visible in the list if the user does not have security rights to edit at the new stage. To edit the instance, a request that the form be sent back to the user must be made to the system administrator.

9. New Project Request

9.1.1. Select the **Capital – 9500 Budget Form**.

After selecting a budget form, the "List Page" appears, which will return a form for each Project and Agency based on your security.

9.1.2. Select **Add New** button to create a new project request.

Capital Form

Quick Search: [Show Advanced Filters](#)

Record Action:
[Add New](#)

Form ID	Description	Stage	Project	Agency	Form Rows	Last Update	Last User	Submit	Actions
1807	AFIS - Automated Fingerprint Identification Systems	9501	AFIS	066	16	4/27/2018	CAP	Submit	Header Detail Delete
1808	AG Google - Google Funds	9501	AG Google	066	8	4/27/2018	CAP	Submit	Header Detail Delete
1809	AGBRR - Building Renovations and Repairs	9501	AGBRR	066	8	4/27/2018	CAP	Submit	Header Detail Delete
2066	URIHOPE - Hope Commons Expansion	9501	URIHOPE	086	8	4/27/2018	CAP	Submit	Header Detail Delete

Records per page: [Records: 4](#) - Page: [1](#)

This brings up the Create a New Budget Form screen.

Add New

Create a New Budget Form - 9500

Stage*:

Project*:

Agency*: [Search](#) [Add](#)

Name*:

[Save](#) [Cancel](#)

9.1.3. Select the **Stage** to enter the new project request. Security controls which stage you can enter a request.

9.1.4. Project number will prepopulate, if you have a predefined number enter **Project**.

9.1.5. Use magnifying glass and to select the proper **Agency** number.

9.1.6. Enter **Name** of the project.

9.1.7. Click **Save** button.

This brings up the form in the 'Header' view.

Edit Budget Form Instance

http://ri.bfm.cloud/bfmprod/ui/bdgt/ogrid_lpg3_sgs_bdgt_frm_hdr_edit.aspx?Nav_id=1960&qNav_Cd=9500&qMode=nav_edit

Page Actions: [Comment History](#) [Submit](#) [Close](#)

Actions	Instance ID	Form Definition	Definition Name	Header Organization
	1960	9500	Capital Form	068

Stage Code*:
Request

Header Project:
Pastore Utility Systems Water T

Header Organization:
DEPARTMENT OF ADMINISTRATION

[Header](#) [Budget Data](#) [Strategic Criteria](#) [Project Information](#) [Attachments](#)

Name*:

Status:

Rank:

Submit Flag: ☐

[Save](#)

Enter the Project **Status**.

9.1.8. Enter Project **Rank** to assist OMB with determining priority.

9.1.9. Click **Save** button.

9.1.10. Click the **Project Information** tab.

Budget Header – Project Information tab opens

The Project Information tab contains the general Project Information that, including a description of the project and a justification of why it is needed. The screen has address and contact information, flags for IT and DCAMM affiliated projects and groupings for identifying Project Category and managing Agency.

9.1.11. Enter **Project information** in corresponding fields.

9.1.12. If the project is IT related select **IT Project Flag**.

9.1.13. If the project is DCAMM affiliated select **DCAMM Affiliated Flag**.

9.1.14. Click **Groupings** Tab

9.1.15. Use magnifying glass to select **Agency/Managing Agency** groupings.

9.1.16. Use magnifying glass to select **Project Category** grouping.

- 9.1.17. Click **Save** button.
- 9.1.18. Click **Cancel** button.

9.1.19. Click the **Strategic Criteria** tab.

Budget Header – Strategic Criteria tab

The Strategic Criteria tab contains additional information to support the project. The screen has Project Safety/Code narrative, Mission, Asset Management narrative, User Financing/Operating narrative, Energy Impact, and Historic Preservation narrative.

- 9.1.20. Enter necessary **Strategic Criteria** in corresponding fields.
- 9.1.21. Click **Save** button.
- 9.1.22. Click the **Budget Data** tab to enter project budget.

- 9.1.23. Click **Add New**.
- Create new Budget Line screen opens.

Actions	Form ID	Form Definition
	4644	9500

Line Sequence:*

1145111

RICAP Cannon Build

Cost Type:*

CONS

Construction

Funding Source:

RICAP

RI Capital Plan Fund

Save

Cancel

Justification:

More funding needed due to

Pre 2020 Capital Plan:

0

Audit Text:

2020 Amount:

0

Audit Text:

2021 Amount:

40000

Audit Text:

2022 Amount:

50000

Audit Text:

2023 Amount:

0

Audit Text:

2024 Amount:

0

Audit Text:

9.1.24. Click the magnifying glass to search for the codes to be added.

9.1.25. Click on the **Select** next to desired code. Note that you can also type in the code or name in the Quick Search, wait for one second, and then select from the filtered list.

Quick Search:

Enter search criteria here...

Select	Code	Name
Select	3275101	Rails to Trails
Select	3275998	Rails to Trails - Military Staff
Select	3278101	RICAP - Command Readiness Center HVAC
Select	3279101	RICAP - Command Readiness Center - Roof
Select	3280101	RICAP - Bristol Armory Rehabilitation
Select	3280998	RICAP - Bristol Armory Rehabilitation
Select	3285101	RICAP - Benefit Street Armory Rehabilitation
Select	3285998	RICAP - Benefit Street Arsenal Rehabilitation
Select	3290101	RICAP - Schofield Armory Rehabilitation
Select	3290998	RICAP - Schofield Armory Rehabilitation
Select	3300101	RICAP - U.S. Property and Finance office HVAC
Select	3300998	RICAP - U.S. Property and Finance Office

Records: 1 - 97 of 97 - Pages: << 1 >>

Note: A TBD line sequence has been created for each agency and should be used if Line Sequence has not been determined or does not exist. OMB Analysts will be able to create and/or change the Line Sequence, if the project is approved.

9.1.26. Repeat search and select for other required codes: **Funding Type** and type of expenditure.

9.1.27. Enter an amount in any data column, such as 2021 Amount and 2022 Amount as shown.

Note: you will need to scroll to view all year amount fields.

9.1.28. Enter desired **Justification**.

9.1.29. Click **Save** button.

New Budget Line is added to form.

9.1.30. Double Click line or select pencil to edit line.

9.1.31. To add another budget line, Click Add New and repeat steps 26-32.

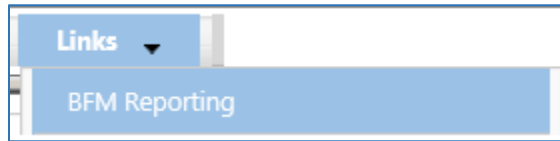
Closing Budget Instances

9.1.32. Click the **Close** button on each screen until you have returned to the list page.

10. BFM Reporting

10.1. How to Access BFM Reports

- **Access through BFM Links:** Log in to BFM and click on the Links dropdown / BFM Reporting



10.2. Multiple Sessions

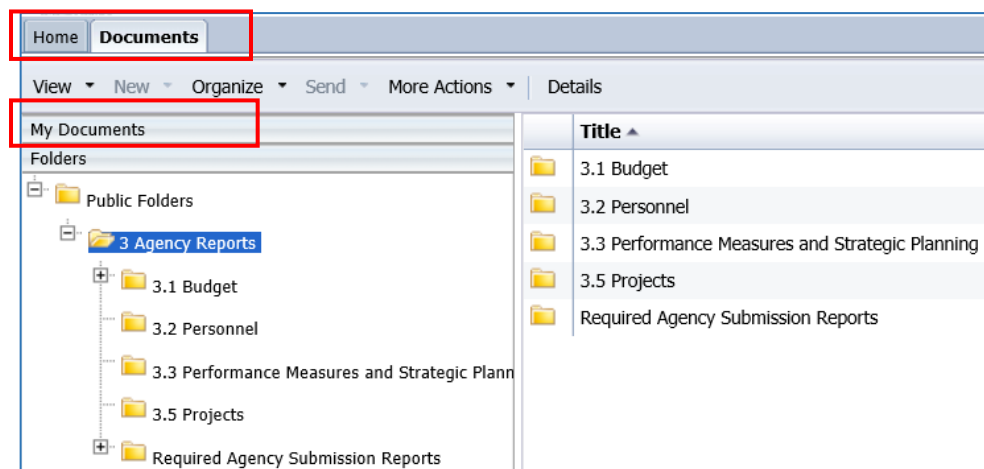
Use **CTRL+N** to open two sessions of Internet Explorer. This will allow you to have reports open in one tab and the BFM application open in another window. You can enter data in BFM and refresh reports. This is especially useful if you have two monitors.

10.3. Logging In

Single-sign on is used to log onto BI Launch Pad, there is no second log in.

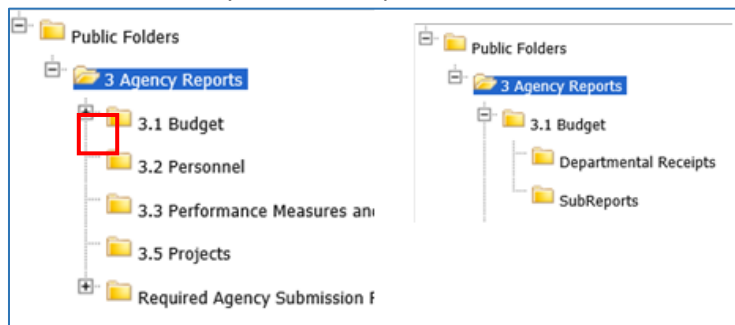
11. Running Reports

11.1. Basic Navigation



- 11.1.1. There are two tabs in the upper left, **Home** and **Documents**. Click on **Documents** to see the report folders.
- 11.1.2. There are sliders on the left-hand panel that are a bit tricky to use. The first is **My Documents**, where any personal documents may be saved, but this is not heavily used.
- 11.1.3. **Folders** is where all standard reports are housed. The active slider is above the white space; in this screen shot Folders is Active. If My Documents is Active, Folders is all the way at the bottom of the screen. When you click on **Folders** it will slide to the top and open the **Folders** section.

11.1.4. Click on the plus to the left of any folder to expand the folder structure.



11.1.5. Click on any folder see the reports available.

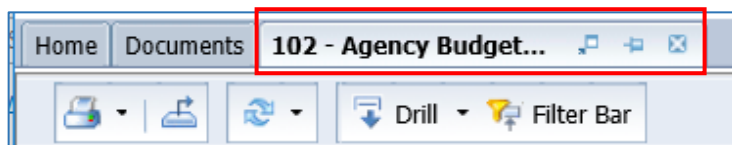
Title	Last Run	Description	Created By	Created On
In Progress			chris.vandijk	Sep 25, 2018 8:24 AM
102 - Agency Summary BR-4			chris.vandijk	Sep 21, 2018 9:14 AM
105 - 2020 Decision Packages		Decision Package report	chris.vandijk	Sep 21, 2018 9:16 AM
105R - 2019 Revised Budget Decision Packages		Decision Package report	chris.vandijk	Sep 21, 2018 9:17 AM
106 - Contracts Detail			chris.vandijk	Oct 2, 2018 10:37 AM
107 - BR-7 Report		Restricted Receipts (02) & Federal F	chris.vandijk	Sep 24, 2018 3:26 PM
120 - Program Impact Statements		Decision Package report	Administrator	Oct 19, 2017 5:55 PM
123 - Program Summary BR-4			chris.vandijk	Sep 21, 2018 9:15 AM
150 - Budget Tracking Sheet		151 Is Revised	chris.vandijk	Sep 21, 2018 9:14 AM
151 - Natural Account Detail with Justification (optional)			chris.vandijk	Oct 2, 2018 11:37 AM
160 - Budget Tracking Sheet Revised			chris.vandijk	Sep 21, 2018 9:14 AM
170N - Departmental Receipts - November		Used for November Conference	Administrator	Sep 5, 2017 8:25 PM
390 - Employee Detail by Home Org		FTE Count	chris.vandijk	Sep 25, 2018 8:25 AM
391 - Employee Detail by Allocation Org		FTE Allocation	chris.vandijk	Sep 25, 2018 8:25 AM
401 - Performance Measures - Budget Book View			chris.vandijk	Sep 21, 2018 9:19 AM
402 - Agency and Program Descriptions		Includes missions, description, and s	chris.vandijk	Sep 21, 2018 9:20 AM
403 - Agency Descriptions		Includes missions, description, and s	chris.vandijk	Sep 21, 2018 9:20 AM

11.2. Opening a Report

11.2.1. Navigate through the folders to the report to be run.

11.2.2. **Double click** on the report to be opened

When the report is open, the report header will display as a tab along with the Home and Documents tabs:



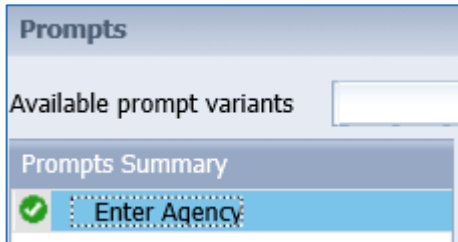
More than one report can be open in the same session. Each report will appear as an additional tab to the right of existing tabs. To open additional reports, click the Documents tab to return to the available reports.

Most reports will be set to 'auto refresh', meaning the report will refresh the data after you open it. All end user reports have prompts (see Report Prompts below) that must be completed.

11.3. Report Prompts


The prompt screen will display with default values selected when a report is opened or when a report is refreshed. In the Prompts Summary area there may be multiple prompts that appear.

- You must click on each Prompt you wish to fill out (or is required) and follow the procedures below to complete them.
- The active Prompt is highlighted in Blue; there are four distinct prompts in the screen print.
- Optional prompts have a green circle with a checkmark when the prompt is empty.
- Required prompts have a red circle with a “x” when the prompt is empty.
- Depending on the report that is opened, all prompts (listed below) may not be available. Each report may have different prompts.

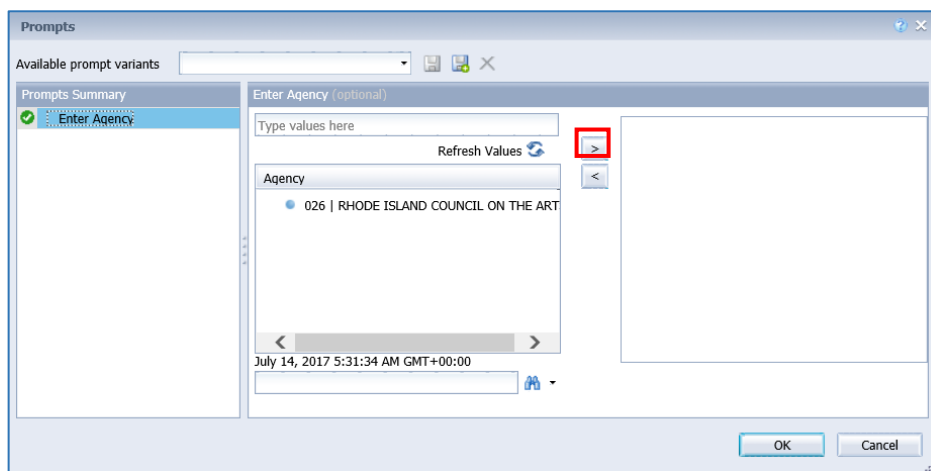



11.3.1. To change the default prompt value there are three options:

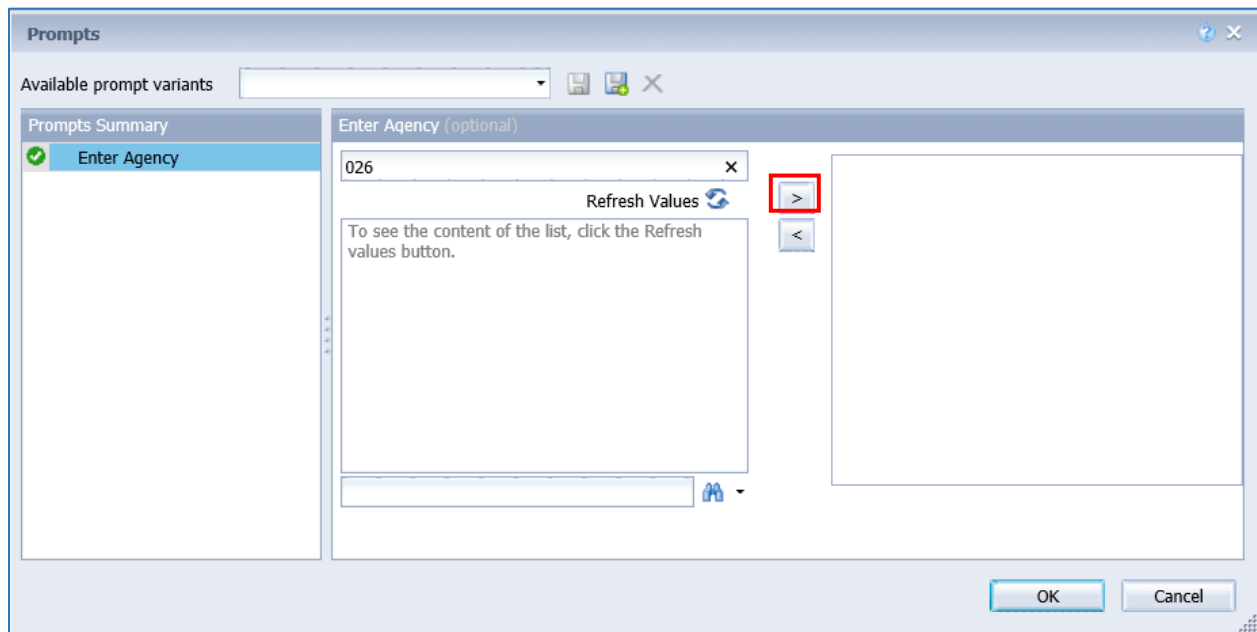
- Selecting a value from a list
- Entering a value
- Searching for a value

11.3.2. To select a **value from a list**, click the **Refresh Values**  button. All the valid prompt values will display in the box below. Highlight the value you wish to select and **Double click** or click the right arrow. For a LIST type prompt you can repeat this and select multiple codes. You can also CTRL+Click to select multiples at one time.

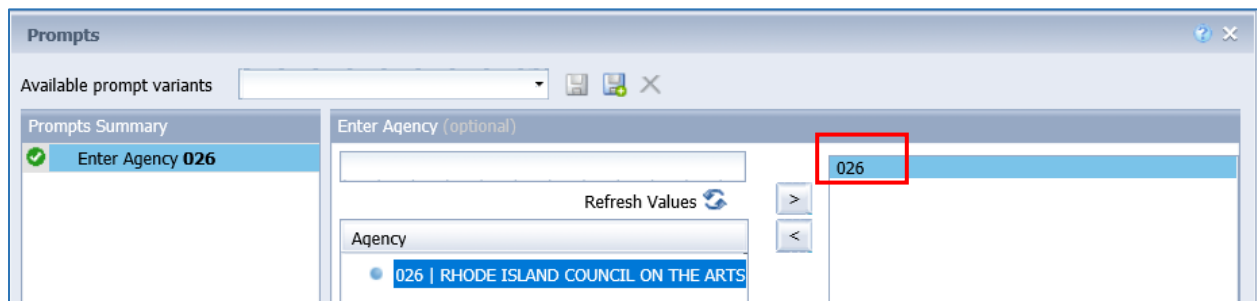
After double click:




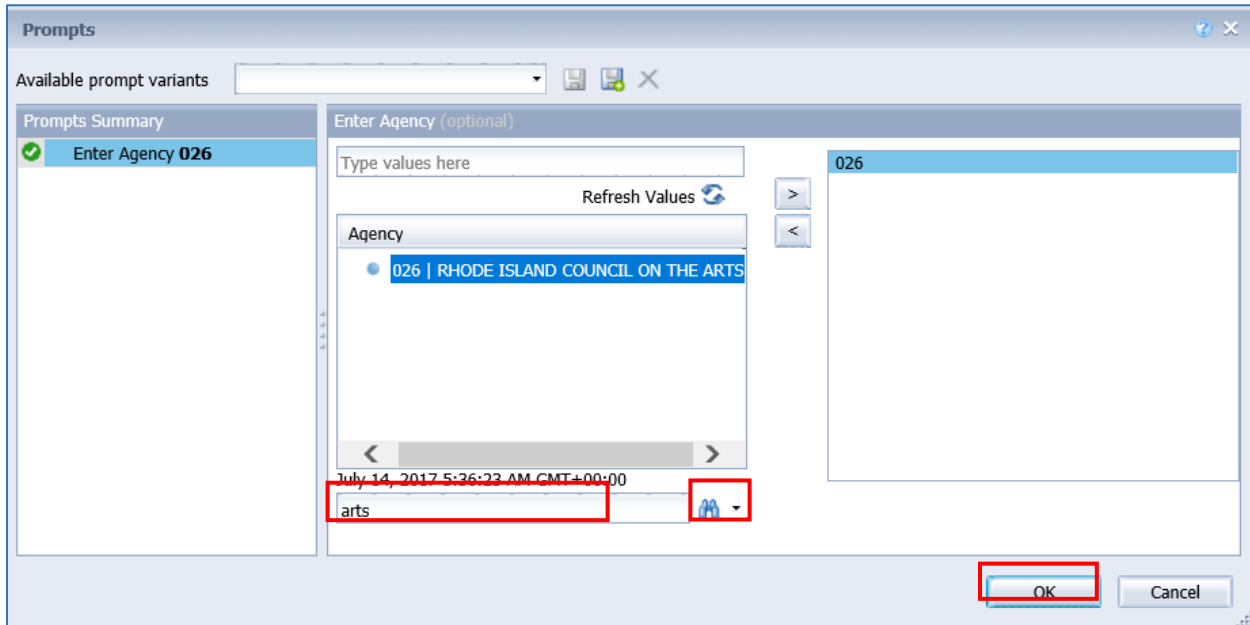
To **enter a value**, type the value into the "Type values here" box, then click the **right arrow**  .



After clicking the **right arrow**, the default prompt value (if there is one) is replaced:



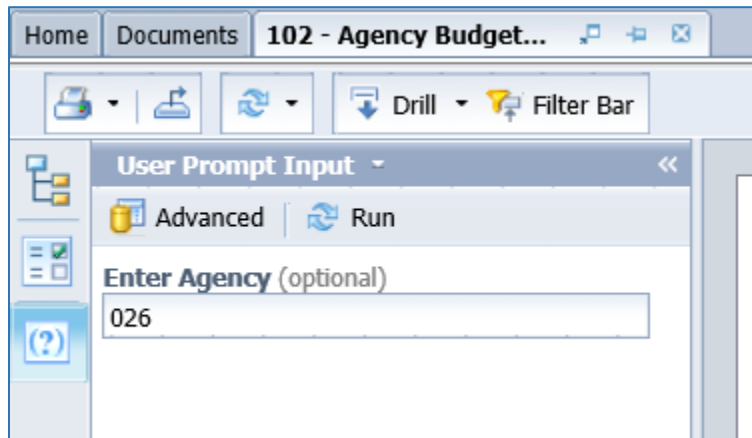
- 11.3.3. In many cases the lists are long. To search for a value, type the value in the field to the left of the **binoculars** , then click the **binoculars**. Partial values can be entered and all values that contain that partial value will be searched. Then **double click** the value to be used for the prompt.



The screenshot shows a 'Prompts' dialog box with a 'Prompts Summary' pane on the left and a main area for 'Enter Agency (optional)'. The summary pane shows a green checkmark and the text 'Enter Agency 026'. The main area has a search bar with 'arts' entered, a 'Refresh Values' button, and a list of results. The first result is '026 | RHODE ISLAND COUNCIL ON THE ARTS'. Below the search bar is a date and time stamp: 'July 14, 2017 5:36:23 AM GMT+00:00'. At the bottom right, the 'OK' button is highlighted with a red box, and the 'Cancel' button is also visible.

- 11.3.4. Once all prompt values have been selected, click the **OK** button. The report will run. If **OK** is NOT highlighted (it appears light gray), this means a required prompt has not been completed.

11.4. Report Icons



Toolbar Actions



Print current report (tab) or all reports (all tabs).



Export current report (tab) or all reports (all tabs) into a PDF or Excel.



Refresh data by rerunning using the prompt window.



Enables the drill capability in the report.



Displays the filter bar at the top of the report. Objects can be added to the filter bar to restrict what is displayed in the report.

Side Panel Actions



Displays the Navigation Map which includes all report tabs and any sections added to report navigation.



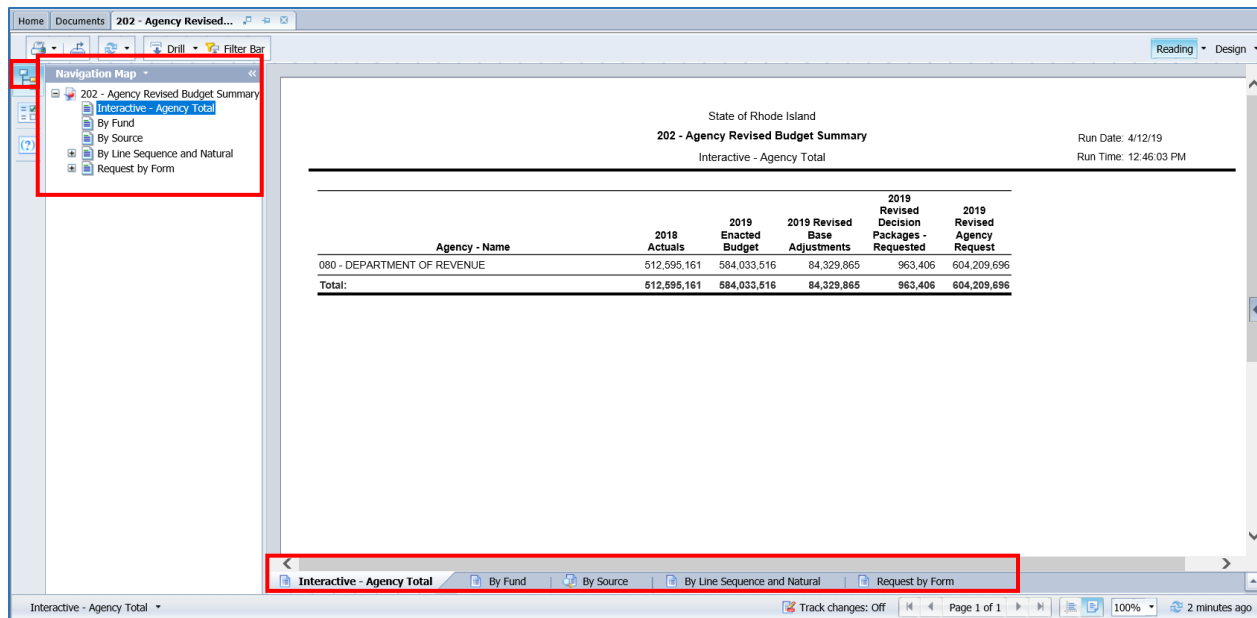
Displays the Input Control options. Input controls are used to determine what data is displayed in the report.



Displays the User Prompt Input options.

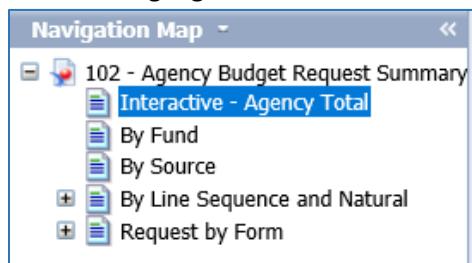
11.5. Report Navigation – Document Tabs

Different views of the same data can be captured in report tabs. First, click on the “Navigation Map” button on the far-left side. The Navigation Map will appear. There are two ways to move between tabs within a report: The Navigation Map or the Tab Strip.



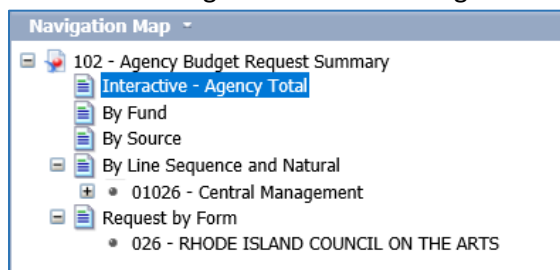
Navigation Map

11.5.1. To display the tab, click on the tab in the Navigation Map. The tab currently displayed is highlighted.



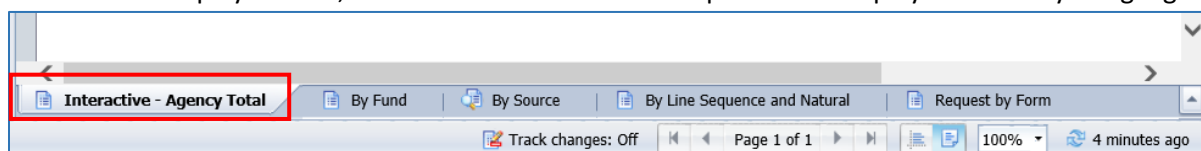
11.5.2. If a tab has a plus sign, report sections have been added to the navigation map.

11.5.3. Clicking on the sub-tab navigation item will display that specific section in the report.



Tab Strip

11.5.4. To display the tab, click on the tab in the Tab Strip. The tab displayed currently is highlighted.



Paging

To move between pages of a report, click the arrows or enter a page number.

40 - Operating supplies and Expenses	38,412	87,170	87,170	87,170	0	87,170
50 - Assistance And Grants	469,142	480,000	480,000	480,000	0	480,000
Total: 2885102 - Partnership Agreement	721,823	781,454	781,454	773,774	0	773,774

Interactive - Agency Total

By Fund

By Source

By Line Sequence and Natural

Request by Form

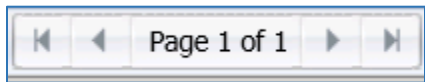
Track changes: Off

Page 1 of 1

100%

4 minutes ago

11.5.5. To advance pages, click the **inner arrows** to move one page at a time and the **outer arrows** to move to either the first or last page.

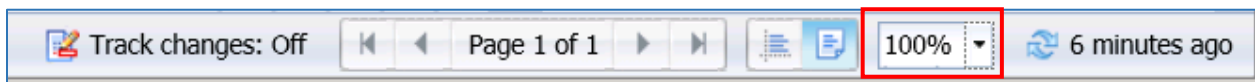


11.5.6. To select a specific page, click on the **Page 1 of 1** to enter a page number and then click **Enter**.

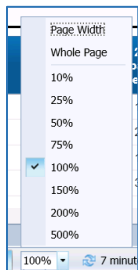


Zoom

11.5.7. To change the viewable portion of a report, change the zoom percentage on the bottom tool bar.



Zoom options include:

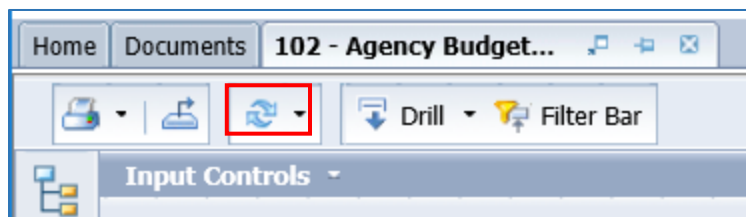


11.6. Refreshing a Report While Open

Once a report is opened, the values in the report can be updated by refreshing the report.

Refresh with Prompts

11.6.1. Click the Refresh button in the tool bar under the report name:

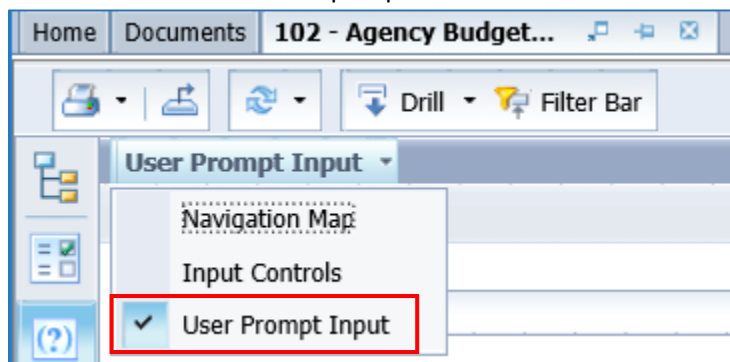


11.6.2. The prompt screen reappears. Complete the report prompts as directed above.

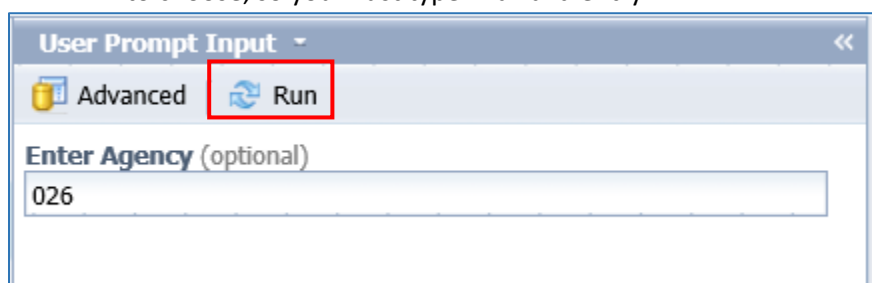
Refresh Using User Prompt Input

In the upper left, the Navigation Map/Document Summary drop down contains an option for User Prompt Input. Selecting this allows you to change values by simply typing in new values and clicking Run. There is a slight time savings to using this method if constantly refreshing the report.

11.6.3. Select User Prompt Input

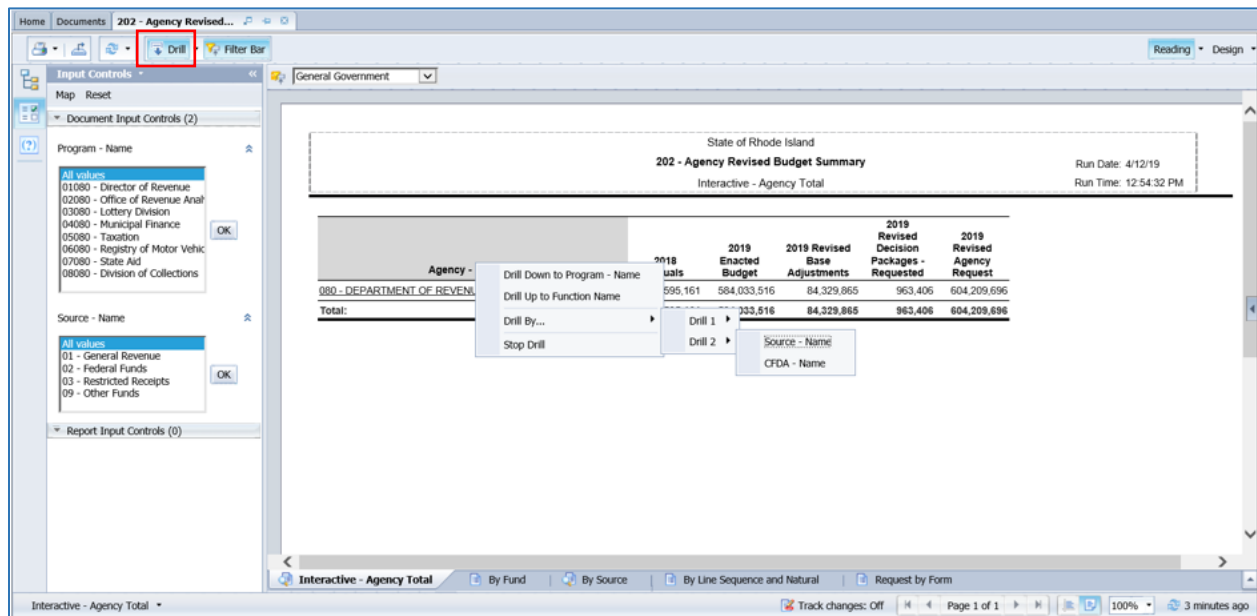


11.6.4. Type in the Organization or other values in the prompt areas. There are no values from which to choose, so you must type in a valid entry.



11.6.5. Click **Run**. The report will be refreshed with the data for the values you entered.

11.7. Drilling through the ReportDrilling displays the data at different levels of summarization.



11.7.1. Click on the **Drill** icon to enable the drill functionality.

Option 1:

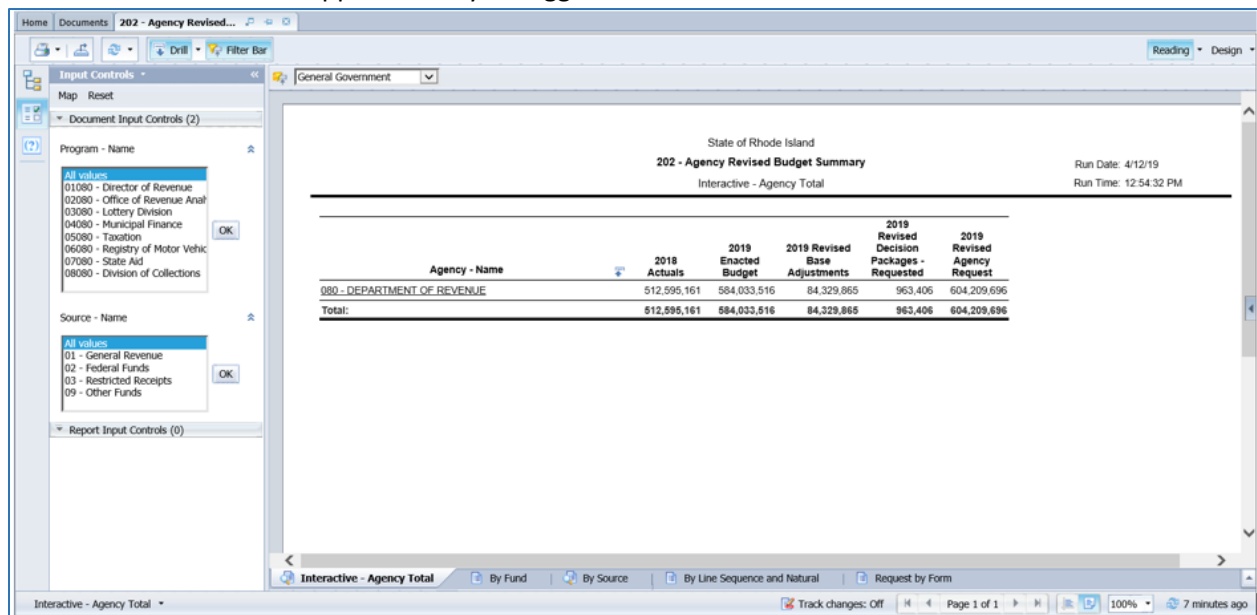
11.7.2. Left-click on any field that is underlined. It will automatically drill down to the next pre-defined level.

Option 2:

11.7.3. Right-click on the row you want to drill on and choose **Drill By**.

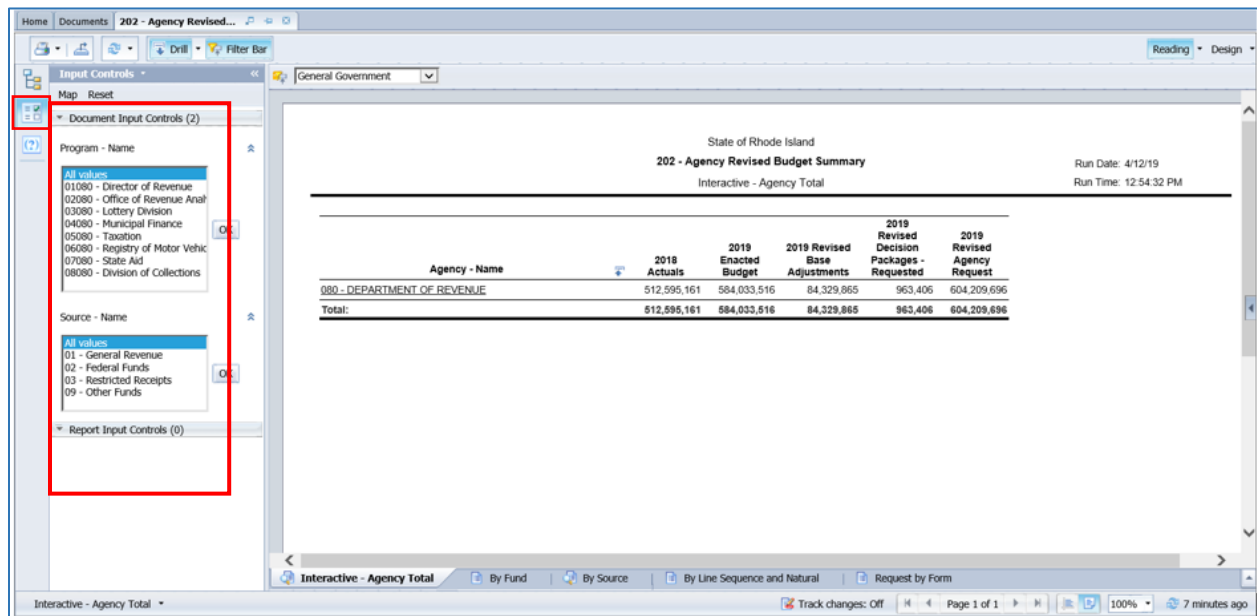
11.7.4. Select the drill dimension, the report will show the data at that level.

11.7.5. A filter bar will appear to let you toggle between values.



11.8. Limiting Data Using Input Controls

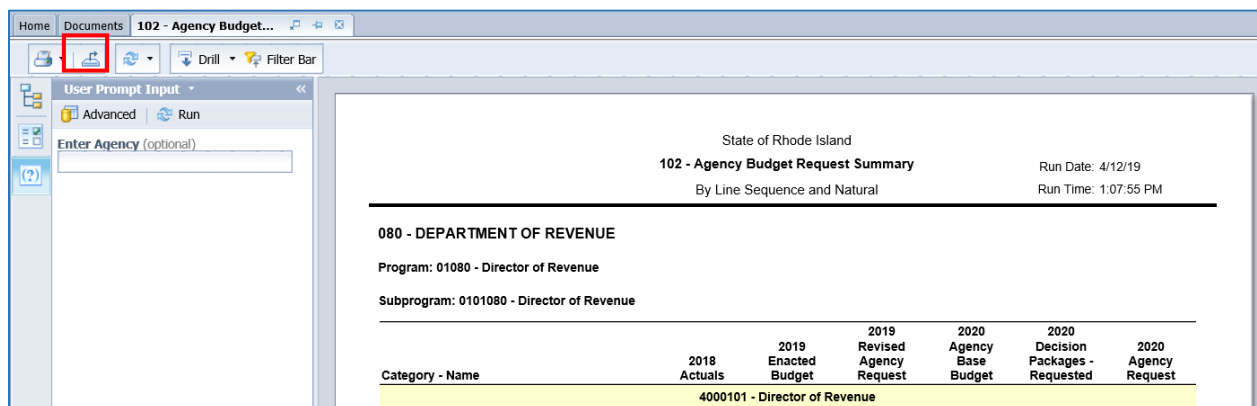
Input Controls limit data displayed in the report after refreshing.



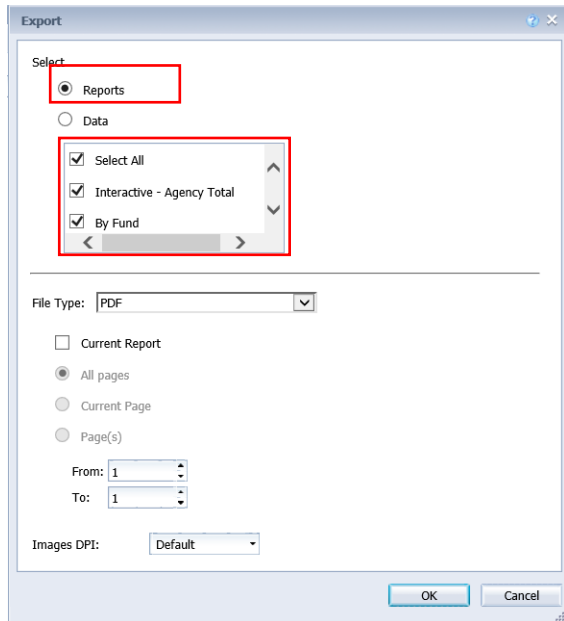
- 11.8.1. Click on the **Input Control** icon to display the input control options.
- 11.8.2. Select one or many values from the input control. Hold down Ctrl to select multiple values.
- 11.8.3. Click **OK**
- 11.8.4. Select “All values” and click **OK** to return to the complete data set.

11.9. Exporting a report

Options to export include all report tabs or data as PDF, Excel, CSV, or Text. The Export icon on the upper tool bar provides an Export popup.



- 11.9.1. Select **Report** or **Data**. Report allows a selection of one, multiple, or all report tabs. Data allows a selection of queries defined for the report.



Export

Select

☒ Reports

☐ Data

☒ Select All

☒ Interactive - Agency Total

☒ By Fund

File Type: PDF

☐ Current Report

☒ All pages

☐ Current Page

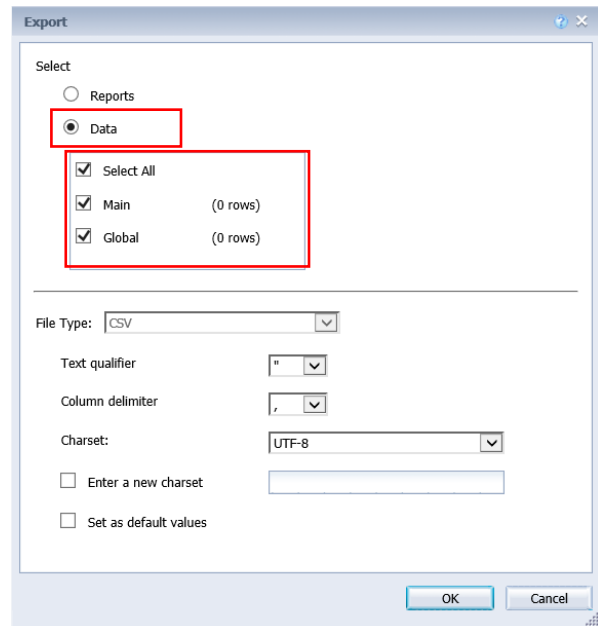
☐ Page(s)

From: 1

To: 1

Images DPI: Default

OK Cancel



Export

Select

☐ Reports

☒ Data

☒ Select All

☒ Main (0 rows)

☒ Global (0 rows)

File Type: CSV

Text qualifier: "

Column delimiter: ,

Charset: UTF-8

☐ Enter a new charset

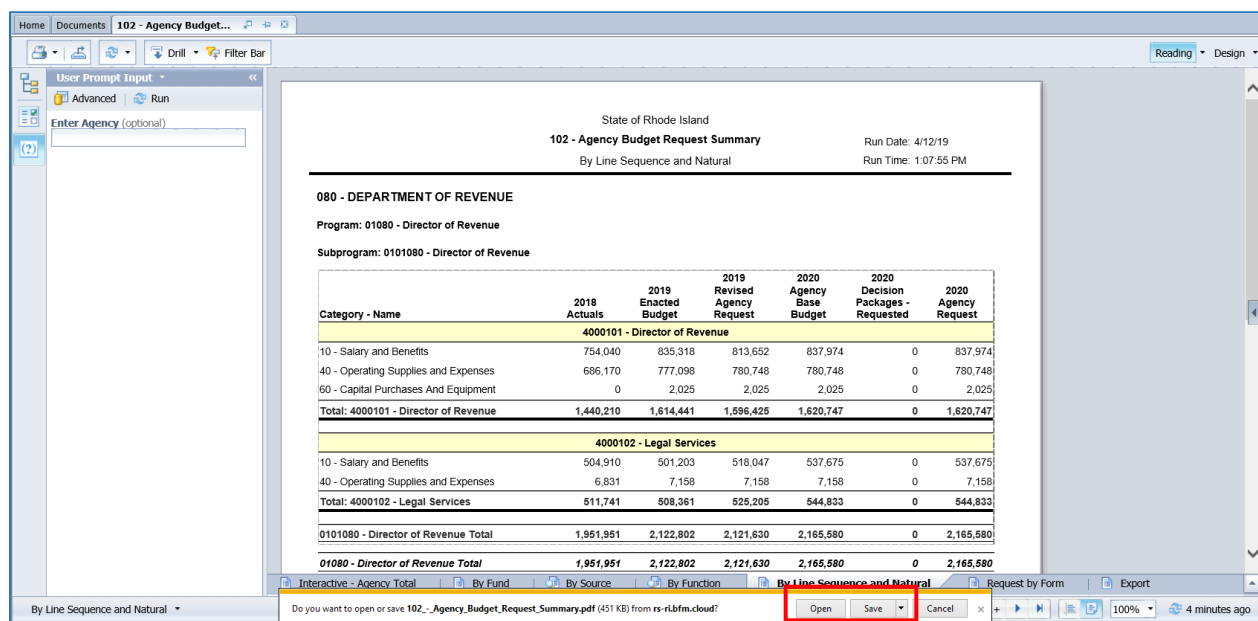
☐ Set as default values

OK Cancel

11.9.2. Select **File Type**. Each file type has additional export options.

11.9.3. Click **OK**.

11.9.4. Depending on your browser and settings, a message may appear in the lower portion of the screen. If you get this or any other message, click **Open** or **Save**. If you do not get a message it may have defaulted to Save.



State of Rhode Island
102 - Agency Budget Request Summary
By Line Sequence and Natural

Run Date: 4/12/19
Run Time: 1:07:55 PM

080 - DEPARTMENT OF REVENUE

Program: 01080 - Director of Revenue

Subprogram: 0101080 - Director of Revenue

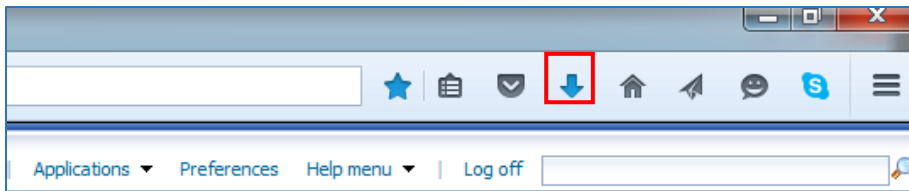
Category - Name	2018 Actuals	2018 Enacted Budget	2019 Revised Agency Request	2020 Agency Base Budget	2020 Decision Packages - Requested	2020 Agency Request
4000101 - Director of Revenue						
10 - Salary and Benefits	754,040	835,318	813,652	837,974	0	837,974
40 - Operating Supplies and Expenses	686,170	777,098	780,748	780,748	0	780,748
60 - Capital Purchases And Equipment	0	2,025	2,025	2,025	0	2,025
Total: 4000101 - Director of Revenue	1,440,210	1,614,441	1,596,425	1,620,747	0	1,620,747
4000102 - Legal Services						
10 - Salary and Benefits	504,910	501,203	518,047	537,675	0	537,675
40 - Operating Supplies and Expenses	6,831	7,158	7,158	7,158	0	7,158
Total: 4000102 - Legal Services	511,741	508,361	525,205	544,833	0	544,833
0101080 - Director of Revenue Total	1,951,951	2,122,802	2,121,630	2,165,580	0	2,165,580
01080 - Director of Revenue Total	1,951,951	2,122,802	2,121,630	2,165,580	0	2,165,580

Do you want to open or save 102_-_Agency_Budget_Request_Summary.pdf (451 KB) from rs-rlbfm.cloud?

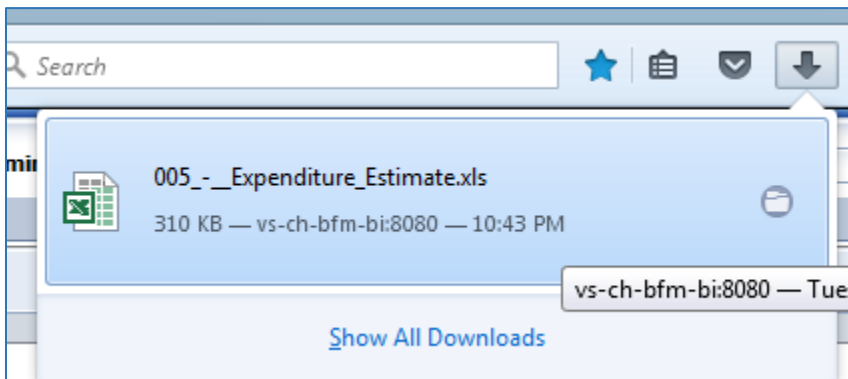
Open Save Cancel

Saving as Excel notes:

- If you click Save, it may save it in your Downloads folder. It is not always obvious that it saved. There is a small down arrow in the upper right of Internet Explorer that indicates it has saved.



11.9.5. Click the Blue Arrow. Then click on the File.



- If the Blue Arrow is not an option (if you use another browser) go to Downloads and find your file. Note that Downloads is by default a shortcut in Windows Explorer Favorites section.
- When you open the file and you saved the Document, there may be multiple worksheets created.
- The Excel files will not include the report headers.

A screenshot of the Microsoft Excel application. The 'File' menu is open, and the 'Home' tab is selected. The spreadsheet contains a budget report for the Department of Revenue. The data is organized into columns for various years and categories. The first few rows contain headers and subprogram information. The main data table starts at row 8 and includes columns for 2018 Actuals, 2019 Enacted Budget, 2019 Revised Agency Request, 2020 Agency Base Budget, 2020 Decision Packages - Requested, and 2020 Agency Request. The first data row is for '4000101 - Director of Revenue'.

		2018 Actuals	2019 Enacted Budget	2019 Revised Agency Request	2020 Agency Base Budget	2020 Decision Packages - Requested	2020 Agency Request
2	080 - DEPARTMENT OF REVENUE						
4	Program: 01080 - Director of Revenue						
6	Subprogram: 0101080 - Director of Revenue						
8	Category - Name						
9	4000101 - Director of Revenue						

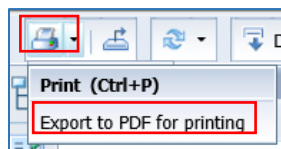
Saving as PDF Notes

The PDF will include the report header and provide navigation through the tabs on the left-hand side.

Agency - Name	2018 Actuals	2019 Enacted Budget	2019 Revised Agency Request	2020 Agency Base Budget	2020 Decision Packages - Requested	2020 Agency Request
080 - DEPARTMENT OF REVENUE	512,595,161	584,033,516	604,209,696	647,879,979	7,086,633	654,966,612
Total:	512,595,161	584,033,516	604,209,696	647,879,979	7,086,633	654,966,612

11.10. Printing a Report

Clicking directly on the Print icon will download a PDF of the entire document (all tabs) that can be printed. Clicking on the arrow on the print button and selecting Print will provide additional options for what is to be generated into a PDF.



Print

Print Range

- ☒ All Reports
- ☐ Current report
 - ☒ All
 - ☐ Current Page
 - ☐ Pages

Enter Page Range
(Example: 1,3,5-11).

Page size
Letter

Margins

Top: 0.31 inches
Left: 0.31 inches Right: 0.31 inches
Bottom: 0.31 inches

Scaling

- ☒ Adjust to: 100 % normal size
- ☐ Fit to: Auto page(s) wide Auto page(s) tall

Orientation

- ☐ Portrait
- ☒ Landscape

Print Cancel